



SOLICITATION NUMBER: 72011723R100014

ISSUANCE DATE: October 16, 2023

CLOSING DATE/TIME: November 3, 2023 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Chauffeur Cooperating Country National Personal Service Contractor (CCNPSC - *Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Matthew Corbin
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011723R100014
- 2. ISSUANCE DATE:** October 16, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 3, 2023 at 11:59 p.m. Chisinau Time
- 4. POINT OF CONTACT:** Natalia Ciobanu, e-mail at chisinauhr@usaid.gov
- 5. POSITION TITLE:** Chauffeur
- 6. MARKET VALUE:** The market value is equivalent to **FSN-04**, which is between **\$8,683-\$13,017**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Moldova, the final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.
- 7. PERIOD OF PERFORMANCE:** **Five (5) years** estimated to start o/a December.
Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
- 8. PLACE OF PERFORMANCE:** Chisinau, Moldova with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facility Access or CCN Security Certification issued by the US Embassy Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

USAID places particular importance on the Chauffeur function in general, and the Chauffeur to the USAID Mission Director function in particular. In addition to possessing excellent defensive driving skills, Chauffeurs must exercise good judgment in the daily performance of their duties and have a thorough knowledge of road systems, not only in capital cities but also in other destination points in the host country (and occasionally in neighboring countries as well). Chauffeurs must know the boundaries of various “go” and “no-go” areas of the capital city and the

countryside.

Chauffeurs must exercise sound judgment in selecting appropriate routes from point A to point B, taking into consideration unrest or other unusual circumstances, and traffic patterns at various times of day. Chauffeurs must practice patience, self-control and be able to defuse potentially dangerous situations to protect their passengers. The Job Holder is assigned as the principal Chauffeur to the USAID Mission Director. As such, the Job Holder is responsible for driving Mission vehicles to transport the Mission Director to and from work, and to a wide variety of official and unofficial meetings, functions, and/or events. The Chauffeur also picks up and delivers invitations, papers, diplomatic notes, and other items/materials for and on behalf of the Mission Director. In many capital cities the Mission Director requires extra security, and the front line of this extra support is from the Chauffeur. When not engaged in work directly for the Mission Director, the jobholder participates in transporting USDH, USPSC, TCNPSC, and CCNPSC Mission employees and official visitors in the conduct of official business; transporting expendable and non-expendable supplies, equipment, and furnishings; and, as needed on special occasions (i.e., VIP visits, 4th of July parties at the Ambassador's residence, etc.) providing back-up assistance to the Embassy Motor Pool. In the performance of these duties, the Chauffeur relies heavily on interpersonal skills, knowledge of procedures associated with the specific tasks assigned, and relationships developed in various Ministries, NGO/PVO organizations, private-sector firms, and/or government agencies. NB: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.

2. Statement of Duties to be Performed

The chauffeur operates a passenger, non-passenger motor vehicle and/or armored vehicle to transport the Mission Director and other authorized USAID personnel, official visitors, and official documents to other agencies and diplomatic missions within the host country. This could include providing service after hours and on the weekends and public holidays. In execution of these duties s/he:

- Assists the Mission Director or his/her designee in planning logistics for field trips, researching destination points, and collecting and sharing pertinent information, such as the description of the site, projected travel time, road conditions, etc. with appropriate Mission and security personnel.
- Suggests an appropriate vehicle, ensuring adequate planning and safety considerations have been factored into trip schedules, and coordinates with the RSO as required. The Chauffeur exercises sound judgment in selecting routes to ensure passenger safety.
- Operates the vehicle in accordance with local laws, USAID regulation and the Mission Director or designee's instructions and follows driving regulations and safety rules to avoid traffic accidents.
- Drives/operates, in addition to the above, other Mission vehicles, such as pickup trucks or lift vans, to transport Household Effects (HHE), Unaccompanied Baggage (UAB), and other official cargo. The jobholder assumes primary responsibility for the assigned vehicle, ensuring the vehicle is clean and properly maintained in order to provide safe transportation services. S/he:

- Maintains the assigned vehicle in a clean and serviceable condition, undertaking car - washes and valets as needed or directed.
- Performs minor maintenance, such as checking air pressure in tires, verifying motor oil level, and making sure that the radiator is sufficiently filled with water each morning.
- Coordinates with the Motor Pool, Executive Office, and the Embassy to ensure that preventive maintenance is performed on a regular basis; and reports malfunctions immediately, along with other problems that may arise in the performance of assigned functions.

The Chauffeur is expected to maintain a high level of security awareness at all times, in order to ensure that USG property is protected and that the Mission Director and/or other passengers are not endangered. The jobholder:

- Checks the underside of the vehicle and under the hood/bonnet before starting the engine, when the vehicle has been left unattended.
- Ensures passenger safety and comfort while enforcing “no smoking”, seat belt and all other Department of State and Mission regulations for safe vehicle operation.

Administrative duties:

The Chauffeur maintains daily trip logs of vehicle usage and assists in the preparation of vehicle reports and inventories. S/he ensures that all passengers complete and sign the logs before leaving the vehicle and completes the driver’s daily and weekly preventive maintenance and checklist before operating the vehicle, annotating conditions and findings accurately. The jobholder reports vehicular accidents immediately, in accordance with Mission procedures; completes all required paperwork to document accidents; and ensures that Police and the Insurance Company have all information required to complete their investigations/reports. The Chauffeur files all documentation related to usage and maintenance of the vehicle, including travel verification logs, maintenance logs, inspection sheets, etc. and ensures all paperwork is complete, well-organized, and accurate. S/he is responsible for the timely submission of these documents (in English), and provides additional detailed written information, when requested. The jobholder also provides basic administrative tasks such as answering the phone, arranging Motor Pool transportation, updating contact lists, submitting maintenance/service requests, making copies, and requesting non-expendable supplies.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of Secondary Schooling is required.
- b. **Prior Work Experience:** A minimum three years of professional driving experience is required. At least one year of driving experience should have been with a government or an international organization.

- c. **Post Entry Training:** The Job Holder will receive training in defensive driving maneuvers. The Chauffeur will be provided “on-the-job” self-directed training in the form of reference manuals, USAID Handbooks, Automated Directives, the Foreign Affairs Manual, USAID Mission Orders, and Embassy Administrative Notices. The jobholder will attend Formal Safe and Defensive as well Armored Vehicle Driving Courses’.
- d. **Language Proficiency:** Level III in English and in the appropriate host-country language, both written and spoken, is required so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements. Language competence may be tested.

BASIS OF RATING

English Proficiency Test

PASS/FAIL

Application Review:

15 points

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

- e. **Job Knowledge:** The chauffeur must be familiar with local traffic laws and area traffic patterns, location of project sites, and locations of major buildings, organizations, diplomatic missions, and government offices, as well as the shortest and safest routes to destinations. The jobholder must have a basic knowledge of vehicle maintenance on a preventative level. Basic computer literacy is required, this would include knowledge of word-processing and other computer programs (MS Word, Excel, email usage). Basic knowledge of protocol as it applies to driving duties is required. The jobholder should have the ability to read road maps in order to find safe and expeditious alternate routes should the need arise.
- f. **Skills and Abilities:** The chauffeur is required to have a minimum of a standard local driver's license with the required professional driving permit or host country equivalent. In addition, the jobholder should hold the appropriate driver's license relevant to the vehicles operated i.e., truck. The ability to exercise sound judgment in selecting the most appropriate routes at any given time is required. The ability to complete incident reports accurately is required. Excellent defensive driving skills are required, as are strong interpersonal skills. The ability to deal tactfully with passengers and with other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working-level employees of governmental and non-governmental ministries/offices to obtain documents is essential.

Skills Test:

25 points

The skills test is intended to gauge the applicant's problem-solving ability, attention to detail, leadership, and customer orientation.

Interview Performance:**60 points**

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills regarding the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) concepts.

Total Possible Points:**100 points****Reference Check PASS/FAIL**

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Moldova, or a non-cooperating country citizen lawfully admitted for permanent residence and work in Moldova;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education, Experience, and English Language Proficiency) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated against the Evaluation Factors listed below based on information presented in the application, skills test (when used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form:

a. Completed AID 309-2 form (Offeror Information for Personal Services Contracts With Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2> .

Offerors must complete the AID 309-2 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (AID 309-2) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

b. A cover letter of no more than two (2) pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

c. A CV or standard résumé of no more than four (4) pages.

d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or résumé/CV.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
- Authorization for Release of Information (U.S. Embassy Moldova form)
- Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances as outlined below. The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

1. **BENEFITS:**

Health Insurance coverage, reimbursement of authorized expenses up to \$8,155 per immediate family member; children to age 21.

Defined Contribution Fund, 12% of salary is placed in account, paid by employer.

Death Benefit

2. **ALLOWANCES (as applicable):**

Meal allowance in accordance with the Moldova Local Compensation Plan in amount of \$770
Childcare Allowance and Childbirth Grant in accordance with the Moldova Local Compensation Plan.

VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission withholds year-end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC and TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD__	\$ _TBD at Award after

	- Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				negotiations with Contractor_
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.